

~~SECRET~~

# CORRESPONDENCE GUIDE

OFFICE OF SCIENTIFIC INTELLIGENCE



September 1963

*revised 1967*

~~SECRET~~

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**TAB**

S-E-C-R-E-T

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S-E-C-R-E-T

S-E-C-R-E-T

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LETTER FOR DD/S&T SIGNATURE

Letterhead  
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S-E-C-R-E-T

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	EO/DDS&T				
2	A/DDS&T				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b>  Above is the proper routing for material to be either seen or signed by the A/DDS&T.  Copies needed for DDS&T for memos that the A/DDS&T signs are:  1 - DDS&T Chrono (white) 2 - DDS&T Registry (white & yellow)					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
UNCLASSIFIED		CONFIDENTIAL		SECRET	

S E C R E T

DIRECTORATE OF SCIENCE AND TECHNOLOGY

CORRESPONDENCE  
DD/S&T Instruction 42-1

In an effort to maintain a uniformity in correspondence prepared in the Directorate of Science and Technology, a few basic procedures are outlined as follows:

1. GENERAL

- a. All memoranda should be prepared on plain Government bond paper and official letters going outside the Agency should be prepared on CIA letterhead paper. (The only special letterheads to be used are those of the Director of Central Intelligence (DCI) and the Deputy Director of Central Intelligence (DDCI). When letters going outside the Agency are prepared for the signature of the DCI or the DDCI, they are to be prepared on DCI or DDCI letterhead. DD/S&T and other Office letterheads are no longer to be used.)
- b. Abbreviations should be avoided at all times, if possible. Organizations, offices, titles, etc., should be written out in full; however, if the title is used several times in the document, it can be written out the first time followed by the initials in parentheses, in which case the initials can then be used throughout the text. Example: Directorate of Science and Technology (DD/S&T).

2. DOCUMENT DATE

Always omit the date on documents prepared for the signature of the Acting Deputy Director for Science and Technology (A/DD/S&T); the Executive Officer, Directorate of Science and Technology (EO/DD/S&T); the DCI; the DDCI; or the Executive Director-Comptroller. The document will be dated when it is signed.

15 November 1966

GROUP I - EXCLUDED  
S E C R E T FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

S E C R E T

CORRESPONDENCE  
DD/S&T Instruction 42-1

3. ADDRESSEES

When memoranda are written to the Office Directors or their Deputies, they should be addressed as follows:

MEMORANDUM FOR: Director of Special Activities  
Director of Computer Services  
etc.

or Deputy Director of ELINT  
etc.

4. SUBJECT LINE

The Subject line should be terse and concise, yet pertinent to the content and purpose of the memorandum.

5. REFERENCE LINE

When a memorandum contains a Reference line, it should follow the subject line and should contain the addressee, originating office, subject, date, and control number, if any, of the referenced document

6. SIGNATURES

- a. When memoranda are prepared for the signature of the A/DD/S&T or the EO/DD/S&T, the signature blocks should be written as follows:

CARL E. DUCKETT  
Acting Deputy Director  
for  
Science and Technology

Executive Officer  
Directorate of  
Science and Technology

25X1A9A



GROUP  
OFFICE

GROUP  
OFFICE

S E C R E T

CORRESPONDENCE  
DD/S&T Instruction 42-1

- b. When letters going outside the Agency are prepared for the signature of the A/DD/S&T or the EO/DD/S&T, they are prepared on CIA letterhead and the signatures are as follows:

Sincerely,

Carl E. Duckett  
Acting Deputy Director  
for  
Science and Technology

Sincerely,

Executive Officer  
Directorate of  
Science and Technology

25X1A9A

7. APPROVALS AND CONCURRENCES

- a. Memoranda requiring the concurrence or approval of the A/DD/S&T, the EO/DD/S&T, the DCI, the DDCI, or the Executive Director-Comptroller must contain a concurrence or approval line. This should be added at the end of the memorandum below the signature block and even with the left margin.

Example:

APPROVED (or CONCUR)

\_\_\_\_\_  
Acting Deputy Director for  
Science and Technology

\_\_\_\_\_  
Date

S E C R E T

ADMINISTRATIVE  
INTERNAL USE ONLY

DD/S&T-1207-66

1 March 1966

MEMORANDUM FOR: DD/S&T Secretaries  
SUBJECT: Correspondence Regulations

1. Mr. Helms has expressed a preference that when the addressee of a letter is entitled to be called "Honorable," it be written as "The Honorable." The man's title should be placed on the same line as the name, unless the line is too long. The name of the Agency or Department goes on the following line.

Example: The Honorable David E. Bell, Administrator  
Agency for International Development  
Department of State  
Washington, D.C. 20525

This does not apply where the title and Agency are combined, such as:

Secretary of Defense  
Secretary of State  
etc.

Mr. Helms also would prefer that inside addresses be held to four lines.

2. If any questions should arise, please call [ ]  
[ ] ext. [ ]

3. We are told a correspondence manual is forthcoming.

STAT  
25X1  
25X1

STAT  
25X1  
25X1

S E C R E T

CORRESPONDENCE

DD/S&T Instruction 42-1

- b. When preparing memoranda for the approval of the DCI, the DDCI or the Executive Director-Comptroller, the first paragraph of the memorandum should read:

This memorandum submits a recommendation for your approval. This recommendation is contained in paragraph \_\_\_\_.

- c. On all correspondence addressed to the DCI, the DDCI or the Executive Director-Comptroller, the first paragraph should indicate the purpose of the correspondence, i.e., information, action, etc.

Example:

This memorandum is forwarded for your information.

- d. When forwarding a document to the DCI, the DDCI, or the Executive Director-Comptroller, there should be attached a brief summary of what the document is and why it is being transmitted to him. This may be done by preparing a summary memorandum or it may be included on the transmittal slip.

8. DISTRIBUTION

- a. The normal distribution on memoranda, etc., to be signed by the A/DD/S&T, the EO/DD/S&T, or any other O/DD/S&T staff officer is as follows:

Original and 1 - Addressee  
                  1 - Signer's Chrono  
                  2 - DD/S&T Registry  
                    (one of these should  
                      be a yellow copy)

S E C R E T

CORRESPONDENCE  
DD/S&T Instruction 42-1

- b. In those cases where a memorandum is forwarded to the A/DD/S&T, the EO/DD/S&T or any other O/DD/S&T staff officer for approval or concurrence, the distribution may indicate the original copy to be returned to the office of origin.

Example:

- Original - Addressee (to be returned to \_\_\_\_\_)
- 1 - Chrono of officer approving or concurring
  - 2 - DD/S&T Registry (one of these should be a yellow copy)
- c. When correspondence is addressed to the A/DD/S&T, the EO/DD/S&T or any other staff officer in the O/DD/S&T, the distribution should include the original and one copy for the addressee and one copy for the DD/S&T Registry.
- d. In those cases where correspondence is routed to or through the A/DD/S&T for information or review, one copy should be included for the DD/S&T Registry.
- e. Memoranda forwarded to the DCI, DDCI or the Executive Director-Comptroller for signature, concurrence or approval should include an original and one copy for the addressee, one copy for the signer and one copy for Executive Registry. (A courtesy copy of all papers addressed to the DCI or prepared for his signature will be provided for the DDCI.)

Note: Memoranda addressed to either the DCI, DDCI or Executive Director-Comptroller must be signed only by the A/DD/S&T (or, in certain instances, by an Office Director).

S E C R E T

CORRESPONDENCE  
DD/S&T Instruction 42-1

9. ROUTING

- a. All material forwarded to the A/DD/S&T, whether for signature, approval, concurrence, or information, must be routed to him through the Executive Officer, DD/S&T. This should be indicated on the transmittal slip only - not on the document. The transmittal slip should be prepared as follows:

EO/DD/S&T  
A/DD/S&T

- b. All material going to the DCI should be forwarded to him through the Executive Director-Comptroller and the DDCI. The transmittal slip should read:

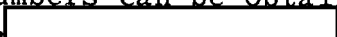
ExDir-Compt  
DDCI  
DCI

- c. All documents forwarded to the A/DD/S&T for his signature, approval or concurrence should have attached a copy of Form 2621. This form should be filled out in full as indicated on the form. These forms can be obtained from Miss

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10. DOCUMENT CONTROL

- a. All correspondence classified SECRET or below and prepared for the signature of the A/DD/S&T or any other member of his immediate Office must have a DD/S&T control number. This number should be located in the upper right corner of the first page on all copies of memoranda. On letters going outside of the Agency, the DD/S&T number should be located in the same position on the page, but only on those copies to be retained in the Agency - not on the copies going forward to the addressee. These numbers can be obtained from the DD/S&T Registry, 

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S E C R E T

CORRESPONDENCE  
DD/S&T Instruction 42-1

- b. All documents carrying a classification above the SECRET level should be controlled according to the security regulations pertaining to the particular security control system into which the document falls.



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Executive Officer  
Directorate of  
Science and Technology

DISTRIBUTION: AB

S E C R E T

S-E-C-R-E-T

OFFICE OF SCIENTIFIC INTELLIGENCE

AUTHORITY TO SIGN CORRESPONDENCE

1. These instructions are intended to provide general guidance in the preparation of correspondence for the signature of the AD/6SI.

a. All correspondence involving Office policy or commitments will be prepared for the Assistant Director's signature.

b. Memoranda for the DCI will be signed by the AD/6SI with concurrence by the DD/S&T.

c. Informal memoranda containing purely substantive information for the DD/S&T, the DD/I, or the DD/P may be prepared for signature by the Division Chief concerned. Such memoranda must be concurred in by the AD.

d. Routine substantive memoranda to counterparts in other Agency components may be signed by the appropriate Division Chief. (Includes routine correspondence, requirements, etc., to CGS or OO/C.)

e. ~~Routine~~ substantive correspondence with other Agencies   NASA, etc.), or established contractors may be signed by the Division Chief.

25X1

f. Working level substantive correspondence with other CIA components, other Agencies or established contractors may be signed by the Branch Chief, Senior Analyst, or Project Officer concerned. However, the Division Chief or his Deputy must review such correspondence prior to transmittal.

2. Problems arising in interpretation of the above guidelines should be referred to the OAD/6SI.

DONALD F. CHAMBERLAIN  
Assistant Director  
Scientific Intelligence

Group I  
Excluded from Automatic  
Downgrading and Declassification  
S-E-C-R-E-T

**Page Denied**



(Stamp Classification)

(Date stamped when signed)

(Approximately 13 spaces from top of page)

MEMORANDUM FOR: Deputy Director for Science and Technology  
(2 spaces)  
ATTENTION: (When applicable)  
(2 spaces)  
THROUGH: (When applicable)  
(2 spaces)  
SUBJECT: BASIC MEMORANDUM to DD/S&T prepared for  
AD/STI Signature  
(2 spaces)  
REFERENCES: (a) (When applicable)  
(b) (When applicable)

(4 spaces)

(1 $\frac{1}{4}$ " )

1. Instructions contained herein apply to all memoranda regardless of signing official. The rules are relatively simple. However, some study will be necessary if they are to be mastered.

2. Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds the production of work. Faster training and increased utilization of personnel also result. This sample memorandum provides for the standardization in the preparation of Office of Scientific Intelligence memoranda.

3. If a memorandum consists of one paragraph only, do not number. Memoranda consisting in length of 8 lines or less will be double spaced. It will be single spaced if it consists in length of 8 lines or less made up of more than one paragraph.

4. If a memorandum is addressed to more than one office (multiple addressees), they will be listed directly beneath and in line with the first addressee (not indented) following MEMORANDUM FOR.

(Last line  
approx. 1"  
from bottom  
of page)

(Group I stamp on first page only)

(Stamp Classification)

(Stamp Classification)

(6 spaces from top of page)

SUBJECT: BASIC MEMORANDUM to DD/S&T Prepared for AD/6SI Signature

(4 spaces)

5. The distribution and originating office identification will be typed on the original and all copies of memoranda, including enclosures to memoranda, addressed to the DD/S&T and components within the DD/S&T area. On memoranda addressed to other Directorates, the distribution and originating line will appear only on DD/S&T area copies. Areas of the DD/S&T are:

(2 spaces)

Foreign Missile and Space Analysis Center (FMSAC)  
Office of Elint (OEL)  
Office of Special Activities (OSA)  
Office of Research and Development (ORD)  
Office of Computer Services (OCS)  
Office of Scientific Intelligence (OSI)

(2 spaces)

6. Usually the spacing of the top, bottom and side margins as shown in this memorandum is appropriate. However, a short memorandum may require an adjustment in the margins. Therefore, it is necessary to study the length of the text, space required for the signature line, distribution, etc., so that margins may be adjusted to present a well spaced memorandum. The pattern for paragraphing is as follows:

(2 spaces)

a. ....  
.....

(2 spaces)

(1) ....  
.....

(2 spaces)

(a) ....  
.....

(2 spaces)

1. ....  
.....

(2 spaces)

a. ....  
.....

2 (centered approx.  $\frac{1}{2}$ " from bottom)

(Stamp Classification)

(Stamp Classification)

(6 spaces from top of page)

SUBJECT: BASIC MEMORANDUM to DD/S&T Prepared for ~~AD~~/SI Signature

(4 spaces)

7. It is considered more appropriate that the addressee be written out rather than, for example, ~~AD~~/OO. At least two lines of the last paragraph are carried over if more than one page is required. Number second and succeeding pages only.

(5 spaces)

DONALD F. CHAMBERLAIN  
~~Assistant~~ Director  
Scientific Intelligence

(2 spaces)

Attachments: (On original and all copies)

1. (Do not number if only one)
2. (If more than one line  
required, indent two spaces)

(2 spaces)

Distribution: (On original and all copies)

- Orig & 1 - Addressee
- 1 - (If THROUGH line used)
  - 2 - ~~AD~~/SI (1 green, 1 white)
  - 1 - IPS (If information memorandum)
  - Division copies

(2 spaces)

OSI/Division:Originator:Typist/Telephone (date)

3 (centered approx.  $\frac{1}{2}$ " from bottom)

(Stamp Classification)

**Page Denied**

TOP SECRET	RET	CO. JENTIAL	UNCLASSIFIED	
( SECURITY CLASSIFICATION OF ATTACHED MATERIAL SHOULD BE CIRCLED TOP AND BOTTOM )				
ACTION SHEET				
<b>Note: Document Control (Form 238) not used.</b>				
DATE REC'D IN IC		IC #		
DESCRIPTION OF ATTACHED MATERIAL:				
TYPE OF MATERIAL		DATED		
FROM		TO		
SUBJECT				
DELIVERED TO		DEADLINE DATE	FOLLOW-UP DATE	
DIVISION ROUTING				
TO	DATE	ACTION REQUIRED	INIT.	COMMENTS*
1. Division Chief				In forwarding action papers outside OSI this form is not used. Use official routing slip. (Form 237)
2. EO/SI				
3.				
4.				
5.				
6. Division Chief				
INSTRUCTIONS: Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" Column.				* If <u>comments</u> bear a higher classification than the attached material, the security classification of this sheet be changed.
FORM 6-63 <b>964</b> USE PREVIOUS EDITIONS				

UNCLASSIFIED

CONFIDENTIAL

SECRET

TOP SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED		CONFIDENTIAL
			SECRET
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S&T		
2	Ex. Dir. - Compt.		
3	DDCI		
4	DCI		
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
DD/S&T                      6E60 <input type="text"/>			
	UNCLASSIFIED		CONFIDENTIAL
			SECRET

FORM NO. 2-61 237 Use previous editions

(40)  
U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

STAT

(Stamp Classification)

(Date stamped when signed)

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Sample Information Memorandum to DCI or  
DDCI Prepared for DD/S&T Signature

1. Single space. Prepare on plain bond. First paragraph should contain only a sentence similar to "This memorandum is for information only; particular reference is made to paragraph \_\_\_\_."

2. Particular attention should be paid to neatness in the preparation of correspondence for the Office of the Director. Every effort should be made to avoid typographical errors and erasures. Noticeable corrections may necessitate retyping.

3. All memoranda going outside of the DD/S&T area should be typed on machines having book face type. IPS should be included in the distribution for all information memoranda going to the DCI, DDCI, DD/S&T and AD/SI. Rules for spacing, margins, paragraphing, etc., contained in the basic memorandum apply. DD/S&T area consists of OEL, OSA, ORD, OSI, OCS, FMSAC.

4. One "hold back" copy should be retained by you until dated and stamped file copies are returned.

ALBERT D. WHEELON  
Deputy Director  
for  
Science and Technology

cc: (Type on original and all copies offices outside DD/S&T area receiving carbon copy.)

Signature Recommended: (On DD/S&T area copies)

Assistant Director/SI

Date

Distribution: (On DD/S&T area copies)

Orig & 1 - Addressee; 2 - DD/S&T Registry (1 white, 1 yellow);  
1 - DD/S&T Chrono (White); 2 - AD/SI (1 white, 1 green); 1 -  
IPS; - Division copies

OSI/Division:Originator:Typist/Telephone (date)

(Stamp Classification)

(Group I stamp)

**Page Denied**



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S&T		
2	Ex. Dir. - Compt.		
3	DDCI		
4	DCI		
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
AD/SI 6F20 <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO.  
2-61

237

Use previous editions

(40)

U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

STAT

(Stamp Classification)

(Date stamped when signed)

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH: Deputy Director for Science and Technology  
SUBJECT: Sample Information Memorandum to DCI or  
DDCI Prepared for AD/SI Signature

1. Single space. Prepare on plain bond. First paragraph should contain only a sentence similar to "This memorandum is for information only; particular reference is made to paragraph \_\_\_\_."

2. Particular attention should be paid to neatness in the preparation of correspondence for the Office of the Director. Every effort should be made to avoid typographical errors and erasures. Noticeable corrections may necessitate retyping.

3. All memoranda going outside of the DD/S&T area should be typed on machines having book face type. IPS should be included in the distribution for all information memoranda going to the DCI, DDCI, DD/S&T and AD/SI. Rules for spacing, margins, paragraphing, etc., contained in the basic memorandum apply. DD/S&T area consists of OEL, OSA, ORD, OSI, OCS, FMSAC.

DONALD F. CHAMBERLAIN  
Assistant Director  
Scientific Intelligence

cc: (Type on original and all copies offices outside DD/S&T area receiving carbon copy.)

Distribution: (On DD/S&T area copies)

- Orig & 1 - Addressee
- 1 - DD/S&T Registry (White)
- 2 - AD/SI (1 white, 1 green)
- 1 - IPS
- Division copies

OSI/Division:Originator:Typist/Telephone (date)

(Group I stamp)

(Stamp Classification)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	DD/S&T				
2	Director BPA&M				
3	Ex. Dir. - Compt.				
4	DDCI				
5	DCI				
6	OSI				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
AD/SI 6F20 <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>					
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 2-61 237 Use previous editions (40)  
U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

STAT

(Stamp Classification)

(Date stamped when signed)

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Sample Memorandum Submitting a Recommendation  
for Approval of DCI or DDCI Prepared for  
AD/SSI Signature

1. Single space. Prepare on plain bond. First paragraph should contain only a sentence similar to "This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph \_\_\_\_\_."

2. Particular attention should be paid to neatness in the preparation of correspondence for the Office of the Director. Every effort should be made to avoid typographical errors and erasures. Noticeable corrections may necessitate retyping.

3. Correspondence addressed to the DCI or DDCI requesting action on dollar and/or manpower implications should continue to be addressed as presently. However, the yellow routing slip moving the memo should contain in the next line after DD/S&T as the next recipient the Director of BPA&M.

4. On all memoranda recommending approval, the original should be returned to the sender after having been signed by the addressee. Therefore, two carbon copies will be made for the addressee's records, except in the case of memoranda addressed to either the DCI or DDCI. Then only one carbon copy is made for the Executive Registry as shown in the distribution below.

5. All memoranda going outside of the DD/S&T area should be typed on machines having book face type. Rules for spacing, margins, paragraphing, etc., contained in the basic memorandum apply. DD/S&T area consists of OEL, OSA, ORD, OSI, OCS, FMSAC.

(Group I stamp)

(Stamp Classification)

(Stamp Classification)

SUBJECT: Sample Memorandum Submitting a Recommendation for  
Approval of DCI or DDCI Prepared for AD/SI Signature

6. One "hold back" copy should be retained by you until dated and stamped file copies are returned.

DONALD F. CHAMBERLAIN  
Assistant Director  
Scientific Intelligence

APPROVED: (On original and all copies)

\_\_\_\_\_  
Deputy Director for Science and Technology

\_\_\_\_\_  
Date

The recommendation in paragraph \_\_\_\_ is approved: (On original  
and all copies)

\_\_\_\_\_  
Director of Central Intelligence

\_\_\_\_\_  
Date

Distribution: (On all copies)

Original - DCI and Return to OSI

1 - Executive Registry

1 - Director BPA&M (When applicable)

2 - DD/S&T Registry (1 white, 1 yellow)

1 - DD/S&T Chrono (White)

2 - AD/SI (1 white, 1 green)

- Division copies

OSI/Division:Originator:Typist/Telephone (date)

(Group I stamp)

(Stamp Classification)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
<input type="checkbox"/> UNCLASSIFIED		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	DD/S&T				
2	Ex. Dir. - Compt.				
3	DDCI				
4	DCI				
5					
6					
<input type="checkbox"/> ACTION		<input type="checkbox"/> DIRECT REPLY		<input type="checkbox"/> PREPARE REPLY	
<input type="checkbox"/> APPROVAL		<input type="checkbox"/> DISPATCH		<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> COMMENT		<input type="checkbox"/> FILE		<input type="checkbox"/> RETURN	
<input type="checkbox"/> CONCURRENCE		<input type="checkbox"/> INFORMATION		<input type="checkbox"/> SIGNATURE	
<b>Remarks:</b>					
<b>FOLD HERE TO RETURN TO SENDER</b>					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
AD/SI                      6F20 <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>					
<input type="checkbox"/> UNCLASSIFIED		<input type="checkbox"/> CONFIDENTIAL		<input type="checkbox"/> SECRET	

FORM NO. 2-61 **237** Use previous editions(40)  
U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

STAT

(Stamp Classification)

(Date stamped when signed)

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH: Deputy Director for Science and Technology  
SUBJECT: Sample Action Memorandum to DCI or DDCI Prepared for AD/SI Signature

1. Single space. Prepare on plain bond. First paragraph should contain only a sentence similar to "This memorandum suggests action on the part of the DCI, DDCI or Executive Director - Comptroller; this action is contained in paragraph \_\_\_\_."

2. Particular attention should be paid to neatness in the preparation of correspondence for the Office of the Director. Every effort should be made to avoid typographical errors and erasures. Noticeable corrections may necessitate retyping.

3. All memoranda going outside of the DD/S&T area should be typed on machines having book face type. Rules for spacing, margins, paragraphing, etc., contained in the basic memorandum apply. DD/S&T area consists of OEL, OSA, ORD, OSI, OCS, FMSAC.

DONALD F. CHAMBERLAIN  
Assistant Director  
Scientific Intelligence

cc: (Type on original and all copies offices outside DD/S&T area receiving carbon copy.)

Distribution: (On DD/S&T area copies)

- Orig & 1 - Addressee
- 1 - DD/S&T Registry (White)
- 2 - AD/SI (1 white, 1 green)
- Division copies

OSI/Division:Originator:Typist/Telephone (date)

(Group I stamp)

(Stamp Classification)

**Page Denied**



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S&T		
2	Ex. Dir. - Compt.		
3	DDCI		
4	DCI		
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
AD/SI 6F20 <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO. 2-61 237 Use previous editions

(40)  
U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

STAT

(Stamp Classification)

(Date stamped when signed)

BRIEF FOR: Director of Central Intelligence

SUBJECT: Sample Memorandum for the President for ADCI or  
DCI Signature and Accompanying Brief for AD/SI  
Signature

1. Prepare on plain bond. Single space. Rules for spacing and paragraphing contained in sample basic memorandum apply.
2. The brief consists of one or two short paragraphs containing an explanation of the purpose for the correspondence. In addition to this explanation, a condensed version of the text is required.

DONALD F. CHAMBERLAIN  
~~Assistant~~ Director  
Scientific Intelligence

Distribution: (On all copies except Original to DCI)

Original - Addressee

- 1 - Executive Registry
- 2 - DD/S&T Registry (1 white, 1 yellow)
- 1 - DD/S&T Chrono (White)
- 2 - AD/SI (1 white, 1 green)
- Division copies

OSI/Division:Originator:Typist/Telephone (date)

NOTE: DCI Copy: Original of Brief goes on top of original  
of memo.

(Group I stamp)

(Stamp Classification)

(Stamp Classification)

CENTRAL INTELLIGENCE AGENCY  
Washington 25, D. C.

OFFICE OF THE DIRECTOR

(Date stamped when signed)

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Sample Memorandum for the President for ADCI or  
DCI Signature and Accompanying Brief for AD/SI  
Signature

Double space. Do not number paragraphs. Office of the Director letterhead will be used for the original and tissue courtesy copy going to the addressee and for carbon copies being sent outside CIA. Correspondence prepared specifically at the request of the DCI or his office should not be distributed outside CIA until he, personally, has given approval. Double envelopes and document receipts are prepared on all classified memoranda going outside CIA.

All copies go forward except one "hold" copy which you retain until signed and dated file copies are returned from the Office of the Director. All copies must be legible. White Zerox copies will do for internal OSI distribution if necessary.

Particular attention should be paid to neatness in the preparation of correspondence for the Office of the Director.

(Group I stamp)

(Stamp Classification)



**Page Denied**

(Stamp Classification)

CENTRAL INTELLIGENCE AGENCY  
Washington 25, D. C.

(Date stamped when signed)

(9 spaces)

Dr. John Doe  
Space Technology Laboratories  
One Space Park  
Redondo Beach, California  
(2 spaces)

Dear Dr. Doe:  
(2 spaces)

(1 $\frac{1}{4}$ ") For proper salutation and complimentary close on letters being signed by AD/SI or higher echelons please phone Secretary to the AD. CIA letterhead stationery should be used unless CIA affiliation is not to be revealed. Letterhead stationery will be used for the original and one copy going to the addressee and for carbon copies being sent outside CIA.

Correspondence going outside of CIA classified CONFIDENTIAL and above will bear the espionage stamp. The only exception to this is correspondence addressed to the Executive Branch of the Government (see attachment). Document receipts (Orig and 1) are prepared for all classified correspondence being sent outside CIA. Omit office designation in signature line.

The following rules for preparation of envelopes applies to all material being sent outside CIA except TS documents and Agency sterile contract material:

a. Unclassified and For Official Use Only - requires one envelope with the complete address. No classification is placed on the envelope. The return address is Central Intelligence Agency, Washington, D. C. 20505. For material being sent outside the intelligence community (see attachment), prepare a Request for Postage (Form 239).

b. Confidential and Secret Material - requires two envelopes. The inner envelope requires the complete address and the classification of the document. (The group one stamp is not included.) The

(Espionage Stamp)

Last line  
approx. 1"  
from bottom)

(Group I stamp)

(Stamp Classification)

(Stamp Classification)

outer envelope requires the complete address. No classification is placed on this envelope. Return addresses - 2430 E Street, N. W., Washington 25, D. C. is the official Agency address and is used on all envelopes transmitting material outside CIA. In addition to the address, a name is used when material is being transmitted to a recipient outside the intelligence community. In this case, the material will be transmitted by Registered Mail and a Request for Postage (Form 239) will be required. For specific information on preparation of sterile contract material phone DC&R -

STAT

c. Top Secret Material - and complete document receipts are forwarded to DC&R and DC&R prepares the material for transmission.

(2 spaces)

Sincerely,

(5 spaces)

Donald F. Chamberlain  
~~Assistant~~ Director

(centered  
under  
Sincerely)

(2 spaces)

cc: On original and all copies list offices outside CIA receiving copies)

(2 spaces)

Attachment: (On original and all copies)  
Executive Branch, U. S. Government  
and Intelligence Community

(2 spaces)

Distribution: (On all copies except those going outside CIA)  
Orig & 1 - Addressee

2 - AD/SI (1 white, 1 green)  
- Division copies

(2 spaces)

OSI/Division:Originator:Typist/Telephone (date)

Executive Branch - U. S. Government

The President of the United States  
Executive Office of the President  
Department of State  
Treasury Department  
Department of Defense  
Department of the Army  
Department of the Navy  
Department of the Air Force  
Department of Justice  
Post Office Department  
Department of the Interior  
Department of Agriculture  
Department of Commerce  
Department of Labor  
Department of Health, Education and Welfare  
Independent Offices and Establishments - National Science Foundation  
Atomic Energy Commission  
NASA

NOTE: For additional information on the above refer to  
the U. S. Government Manual

Intelligence Community

Department of the Army  
Department of the Navy  
Department of the Air Force  
Department of State  
National Security Agency  
Atomic Energy Commission  
Federal Bureau of Investigation  
Central Intelligence Agency



**Page Denied**

(Stamp Classification)

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C. 20505

OFFICE OF  
THE DEPUTY DIRECTOR FOR SCIENCE AND TECHNOLOGY

(Date stamped when signed)

Dr. John Smith  
General Electric Corporation  
200 Main Avenue  
Philadelphia, Pennsylvania

Dear Dr. Smith:

For proper salutation and complimentary close please phone Secretary to the AD/SI. DD/S&T stationery will be used for the original and tissue courtesy copy going to the addressee and for carbon copies being sent outside CIA. Until such time as DD/S&T stationery is stocked in the Supply Room, a limited supply is available in the Office of the AD/SI.

Correspondence addressed to other than the Executive Branch of the Government will bear the espionage stamp. Double envelopes and document receipts will be prepared for all classified letters. If the letter is unclassified, a single envelope will be used and no document receipt is necessary.

All copies go forward except one "hold" copy which you retain until signed and dated file copies are returned from the Directorate of Science and Technology.

(Stamp Classification)

(Stamp Classification)

The signature line will be typed in initial caps five spaces below the complimentary close using name and title only. For further detailed instructions on format for letters sent outside CIA please refer to your sample basic letter.

Sincerely,

Albert D. Wheelon (Centered under  
Deputy Director Sincerely)

cc: (On original and all copies list offices outside CIA receiving copies.)

Signature recommended:

~~Assistant~~ Director/Scientific Intelligence

\_\_\_\_\_  
Date

Distribution: (On all copies except those going outside CIA.)

- Orig & 1 - Addressee
- 2 - DD/S&T Registry (1 white, 1 yellow)
- 1 - DD/S&T Chrono (White)
- 2 - AD/SI (1 white, 1 green)
- Division copies

OSI/Division:Originator:Typist/Telephone (date)

(Stamp Classification)

**Page Denied**

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/> UNCLASSIFIED		<input type="checkbox"/> CONFIDENTIAL	
<input type="checkbox"/> SECRET			
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S&T		
2	Ex. Dir. - Compt.		
3	DDCI		
4	DCI		
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<b>Remarks:</b>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
AD/SI 6F20 <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>			
<input type="checkbox"/>	<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET

FORM NO. 2-61 237

Use previous editions

(40)  
U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

STAT

(Stamp Classification)

(Date stamped when signed)

BRIEF FOR: Director of Central Intelligence

SUBJECT: Sample Letter for DCI or DDCI Signature and  
Accompanying Brief for AD/SI Signature

1. Prepare on plain bond. Rules for spacing and paragraphing contained in sample basic memorandum apply.

2. The brief consists of one or two short paragraphs containing an explanation of the purpose for the correspondence. In addition to this explanation, a condensed version of the text is required.

DONALD F. CHAMBERLAIN  
Assistant Director  
Scientific Intelligence

Distribution: On all copies except original)

Original - DCI

- 1 - Executive Registry
- 2 - DD/S&T Registry (1 white, 1 yellow)
- 1 - DD/S&T Chrono (White)
- 2 - AD/SI (1 white, 1 green)
- Division copies

OSI/Division:Originator:Typist/Telephone (date)

NOTE: DCI copy (original) goes on top of original and 1 of the letter.

(Group I stamp)

(Stamp Classification)

(Stamp Classification)

CENTRAL INTELLIGENCE AGENCY  
Washington 25, D. C.

OFFICE OF THE DIRECTOR

(Date stamped when signed)

Dr. John Doe  
Executive Secretary  
National Aeronautics and Space Council  
Executive Office of the President  
Washington 25, D. C.

Dear Dr. Doe:

For proper salutation and complimentary close please phone Secretary to the AD/SI. Office of the Director letterhead will be used for the original and tissue courtesy copy going to the addressee and for carbon copies being sent outside CIA. DCI and DDCI letterhead tissue may be obtained from the Supply Room.

Correspondence addressed to the Executive Branch of the Government will not bear the espionage stamp. For your information, a list of the Executive Branch is enclosed. Correspondence prepared specifically at the request of the DCI or his office should not be distributed outside CIA until he, personally, has given approval.

Double envelopes will be prepared on all classified letters. If the letter is unclassified, a single envelope will be used and no document receipt is necessary. The signature line will be typed in initial caps five spaces below the complimentary close using name and title only.

All copies go forward except one "hold" copy which you retain until signed and dated file copies are returned from the Office of the Director.

(Group I stamp)

(Stamp Classification)

(Stamp Classification)

Particular attention should be paid to neatness in preparation of correspondence for the Office of the Director. Noticeable corrections may necessitate retyping.

Sincerely,

John A. McCone (Centered under  
Director Sincerely)

Enclosure: (On original and all copies)  
List of Executive Branch

cc: (On original and all copies list offices outside CIA  
receiving copies.)

CONCURRENCE:

Assistant Director/Scientific Intelligence

Date

Deputy Director for Science and Technology

Date

Distribution: (On all copies except those going outside CIA.)

- Orig & 1 - Addressee
- 1 - DCI
- 1 - Executive Registry
- 2 - DD/S&T Registry (1 white, 1 yellow)
- 1 - DD/S&T Chrono (White)
- 2 - AD/SI (1 white, 1 green)
- Division copies

OSI/Division:Originator:Typist/Telephone (date)

(Stamp Classification)



Executive Branch - U. S. Government

The President of the United States

Executive Office of the President

Department of State

Treasury Department

Department of Defense

Department of the Army

Department of the Navy

Department of the Air Force

Department of Justice

Post Office Department

Department of the Interior

Department of Agriculture

Department of Commerce

Department of Labor

Department of Health, Education and Welfare

Independent Offices and Establishments - National Science Foundation  
Atomic Energy Commission  
NASA

NOTE: For additional information on the above refer to the  
U. S. Government Manual

**Page Denied**

CONFIDENTIAL

(Date)

MEMORANDUM FOR: Secretary, OSI Career Service Panel

SUBJECT: Candidate for OSI Vacancy

I wish to be considered a candidate for the OSI vacancy  
in the (Division), slot number \_\_\_\_\_.

JOHN J. DOE

NOTED:

\_\_\_\_\_  
Chief, (Division)

\_\_\_\_\_  
Date

Distribution: (On Original and all copies)

Original - addressee

1 - (Division)

1 - (Originator)

OSI/Division:Originator:Typist/Telephone (date)

Routing On Action Sheet:

1. Chief, (Division)

2. Secretary, CSP/SI

(Group 1 Stamp)

CONFIDENTIAL

NOMINATION FOR VACANCY  
(This format is used when applying for  
a vacancy outside OSI)

POSITION TITLE	GRADE	OFFICE/DIV/BR	SLOT NO.
----------------	-------	---------------	----------

Candidate's Name	Office/Div./Br.	Title	Grade
------------------	-----------------	-------	-------

Age	EOD Grade	Time in Agency	Time in Present Gr.
-----	-----------	----------------	---------------------

Education (Degree and Majors):
--------------------------------

Experience
------------

Applicant's Signature	(Date)
-----------------------	--------

Secretary, SI/CSP	(Date)
-------------------	--------

Note: Original and 3 copies are forwarded through the division chief to the Secretary SI/CSP.

Application should carry the same classification as the Vacancy Notice.

**Page Denied**

**CONFIDENTIAL**

Date

MEMORANDUM FOR: Director of Personnel  
THROUGH: Chief, Services Branch, Staff/SI  
SUBJECT: Request for Advance Sick Leave

It is requested that (number of hours) advance sick leave be granted the undersigned beginning at the expiration of accrued sick leave. A doctor's certificate and SF 71 is attached.

(JOHN J. DOE)

RECOMMEND APPROVAL:

\_\_\_\_\_  
Chief, (Division)

\_\_\_\_\_  
Date

Attachment:

Doctor's Certificate and SF 71

Distribution: (On copies retained in OSI)

Orig & 1 - addressee  
1 - Serv.Br. Staff/SI  
1 - (Division)  
1 - (Originator)

OSI:Division:Originator:Typist/Telephone (date)

(Group I Stamp)

**CONFIDENTIAL**

CONFIDENTIAL

Date

MEMORANDUM FOR: Chief, Compensation & Tax Division, O/F  
ATTENTION: Vouchered Funds Payroll Branch  
THROUGH: Chief, Services Branch, Staff/SI  
SUBJECT: Request for Advanced Annual Leave

1. It is requested that the undersigned be granted \_\_\_\_\_ hours of advanced annual leave in excess of 80 hours, a total of \_\_\_\_\_ hours.

2. This leave is to be used for (reason for request).

(JANE DOE)

APPROVED:

\_\_\_\_\_  
Chief, (Division)

\_\_\_\_\_  
Date

Distribution: (on copies retained in OSI)

Orig & 1 - addressee  
1 - Serv.Br. Staff/SI  
1 - (Division)  
1 - (Originator)

OSI:Division:Originator:Typist/Telephone (date)

NOTE: Annual Leave up to the amount an individual will accrue by the close of the leave year may be advanced to an individual who has completed 90 days of continuous service.

An individual may be routinely advanced up to 80 hours of annual leave. Therefore a memorandum is not required. Requests for advance annual leave in excess of 80 hours should be submitted in memorandum form as shown above.

(Group I Stamp)

CONFIDENTIAL

CONFIDENTIAL

Date

MEMORANDUM FOR: Chief, Compensation & Tax Division, O/F  
ATTENTION: Vouchered Funds Payroll Branch  
THROUGH: Chief, Services Branch, Staff/SI  
SUBJECT: Request for Leave Without Pay  
(for less than 30 calendar days)

1. It is requested that the undersigned be granted \_\_\_\_\_ hours of leave without pay beginning at the expiration of 80 hours advance annual leave. My last working day will be \_\_\_\_\_ .

2. This leave is requested because (state reason).

3. Standard Form 71 is attached.

(JANE DOE)

Attachment:  
Standard Form 71

APPROVED:

\_\_\_\_\_  
Chief, (Division) Date

Distribution: (On copies retained in OSI)

- Orig & 1 - addressee
- 1 - Serv.Br. Staff/SI
- 1 - (Division)
- 1 - (Originator)

OSI:Division:Originator:Typist/Telephone (date)

NOTE: Leave without pay (LWOP) of 30 calendar days or less may be approved by division chiefs and the Executive Officer/Staff. LWOP of more than 30 days but not in excess of 12 months may be approved by the Assistant Director/SI. Extension of LWOP beyond 12 months may be approved by the Deputy Director for Science and Technology.

Normally leave without pay is not requested unless an individual is not eligible for advance annual leave. When this is the case LWOP is requested as shown above. (Group I Stamp)



CONFIDENTIAL

Date

MEMORANDUM FOR: Director of Personnel

THROUGH: Chief, Services Branch, Staff/SI

SUBJECT: Request for Maternity Leave  
(Not exceeding six months)

1. It is requested that the undersigned be granted (number of months) maternity leave (from \_\_\_\_\_ to \_\_\_\_\_). It is the intention of the undersigned to return to duty at the expiration of maternity leave.

2. A doctor's certificate is attached.

(JANE DOE)

APPROVED:

\_\_\_\_\_  
Chief, (Division)

\_\_\_\_\_  
Date

Attachment:  
Doctor's Certificate

Distribution: (On copies retained in OSI)

Orig & 1 - addressee  
1 - Serv.Br. Staff/SI  
1 - (Division)  
1 - (Originator)

OSI:Division:Originator:Typist/Telephone (Date)

(Group I Stamp)

CONFIDENTIAL

CONFIDENTIAL

Date

MEMORANDUM FOR: Chief, (Division)

SUBJECT: Request for Leave for Jury Duty

1. It is requested that the undersigned be granted leave for jury duty.

2. This leave will begin on (date) and continue until (date or approximate date).

(JOHN J. DOE)

APPROVED:

\_\_\_\_\_  
Chief, (Division)

\_\_\_\_\_  
Date

Distribution: (On original and all copies)

Orig & 1 - Addressee  
1 - Serv.Br. Staff/SI  
1 - (Originator)

OSI:Division:Originator:Typist/Telephone (date)

NOTE: After completion of Jury Duty, evidence of court attendance and receipt or non-receipt of funds is required to be submitted to the Personnel Officer/SI.

(Group I Stamp)

CONFIDENTIAL

CONFIDENTIAL

Date

MEMORANDUM FOR: Assistant Director/Scientific Intelligence

SUBJECT: Resignation

1. I hereby resign my position with CIA effective (date).
2. (State reason for leaving.)

(JOHN J. DOE)

NOTED:

\_\_\_\_\_  
Chief, (Division)

\_\_\_\_\_  
Date

ACCEPTED:

\_\_\_\_\_  
~~Assistant~~ Director/SI

\_\_\_\_\_  
Date

Distribution: (On original and all copies)

- Orig & 1 - addressee
- 1 - (Division)
- 1 - Serv.Br. Staff/SI
- 1 - (Originator)

OSI:Division:Originator:Typist/Telephone (date)

ROUTING:

\_\_\_\_\_  
Division Chief  
Ch./Serv.Br./SI

(Group I Stamp)

CONFIDENTIAL

**Page Denied**

**CONFIDENTIAL**

26 September 1963

**MEMORANDUM FOR:** Chief, Physical Security Division/OS

**ATTENTION:** Badge Officer/OS

**THROUGH:** Security Officer/SI

**SUBJECT:** Report of Lost Badge

My badge, No. \_\_\_\_\_ was lost on (date). I first missed my badge (state when). It could possibly have been lost (state place or places). In an effort to recover my badge I have checked (state attempts made to recover).

JOHN J. DOE

**Distribution:** (On copies retained in OSI)

Orig & 1 - addressee

1 - Badge Officer/OS

1 - Security Officer/SI

1 - (Originator)

**OSI/Division:Originator:Typist/ Telephone (date)**

(Group I Stamp)

**CONFIDENTIAL**

**Page Denied**

☐ UNCLASSIFIED☐ INTERNAL  
USE ONLY☒ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

This form is used for  
Forwarding material for  
information only.

Examples:

Publications

Personnel Notices

Regulations

Information carbon copies of  
memoranda

This form is not used if any  
action is requested of the  
recipient of the material.

FORM  
3-62610 USE PREVIOUS  
EDITIONS☐ SECRET☒ CONFIDENTIAL☐ INTERNAL  
USE ONLY☐ UNCLASSIFIED

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM				
UNCLASSIFIED		CONFIDENTIAL		X SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP				
TO	NAME AND ADDRESS	DATE	INITIALS	
1	<del>Assistant</del> Director/00 1717 H Street Room 4621			
2				
3				
4				
5				
6				
ACTION		DIRECT REPLY	PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION	
COMMENT		FILE	RETURN	
CONCURRENCE		INFORMATION	SIGNATURE	
<b>Remarks:</b> <p>This form is used to forward the Original and 1 carbon (courtesy copy) to the addressee. Room numbers should be used.</p> <p>Also used to forward information carbon copies to offices outside of OSI, such as, <del>Assistant</del> Director/OCI.</p> <p>If the same information carbon copy is to be routed to more than one division or branch within OSI, this form or the pink routing sheet (Form 610) may be used, depending on the number of recipients.</p>				
FOLD HERE TO RETURN TO SENDER				
FROM: NAME, ADDRESS AND PHONE NO.				DATE
AD/OSI 6F20 <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px; vertical-align: middle;"></span>				28 Oct. 63
UNCLASSIFIED		CONFIDENTIAL		X SECRET

FORM NO. 2-61 **237** Use previous editions (40)  
 \* U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587262

STAT



<b>TRANSMITTAL SLIP</b>		DATE
<b>TO:</b>		
ROOM NO.	BUILDING	
<b>REMARKS:</b> <p>Used to forward information carbon copies to a single individual within OSI.</p> <p>If further routing is anticipated, Form 237 (Official Routing Slip) or Pink Routing Sheet (Form 610) should be used, depending on the number of recipients.</p>		
<b>FROM:</b>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

(47)

ADMINISTRATIVE - INTERNAL USE ONLY

PREPARATION OF MATERIAL GOING OUTSIDE CIA

1. The Document Receipt Form 615 is used when forwarding Secret and Top Secret material to a recipient outside CIA. Document receipts for Confidential material are not required unless sender deems it necessary. Refer to attachment for samples.

2. Preparation of Document Receipt

- a. Prepare an original and one copy
- b. Fill in the boxes as follows:

COURIER REC. NO.	-Leave blank
DATE SENT	-Leave Blank
SENDER OF DOCUMENTS ROOM	Type the name of the sender. Always type 6F40. By so doing the Document Receipt will be returned to DC & R expeditiously
BLDG.	-Always type Headquarters
DATE DOCUMENT SENT	-Type the date
CIA NO.	-Type the CIA number if there is one
DOCUMENT DATE	-Type date of document
COPIES	-For the purpose of this receipt an original is considered a copy; therefore, count the original as a copy. When a copy has a number such as Copy #4, type Cpy #4.
DOCUMENT TITLE	-Type <u>first letter of each word</u> , just as it is in the title, including the use of capitals and lower case letters Examples: Nuclear Energy Activity in Communist China - NEAiCC Exceptions: On TS documents leave this space blank.
ATTACHMENTS (or ENCLOSURES)	-Type the number of attachments. If the attachment has a number type the number. If not type the title using the first letter of each word as described in preceding paragraph. "Appendix A" etc. may also be used.

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CLASS

-Type the classification of the document using the first letter of the classification.

ADDRESS OF RECIPIENT

-The complete address is required. As in all addresses, the address should be as complete as possible including room numbers when known

SIGNATURE

DATE OF RECEIPT

OFFICE

-Leave blank

3. Preparation of Envelopes

a. The following applies to all material being sent outside CIA except TS documents and Agency sterile contract material.

Unclassified and For Official Use Only material requires one envelope with the complete address. No classification is placed on the envelope. The return address placed on the envelope is Central Intelligence Agency, Washington, D. C. 20505. For material being sent outside the Intelligence Community, prepare a Request for Postage (Form 239).

Confidential and Secret Material requires two envelopes. The inner envelope requires the complete address and the classification of the document. (The group stamp is not included.)

The outer envelope requires the complete address. No classification is placed on this envelope.

Return Addresses - 2430 E Street NW, Washington 25, D.C. is the official Agency address and is used on all envelopes transmitting material outside CIA. In addition to the address, a name is used when material is being transmitted to a recipient outside the Intelligence Community. In this case, the material will be transmitted by Registered Mail and a Request for Postage (Form 239) will be required.

4. The material, properly prepared unsealed envelopes, Document Receipts and when applicable the Request for Postage form are forwarded to DC & R 6F40 for transmission.

5. For specific instructions on the preparation of Agency sterile contract material, contact DC & R.

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6. Top Secret material and complete Document Receipts are forwarded to DC & R and DC & R prepares the material for transmission.

Top Secret material must be listed on a separate document receipt.

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<b>CENTRAL INTELLIGENCE AGENCY DOCUMENT RECEIPT</b>		<b>NOTICE TO RECIPIENT</b> Sign and Return as Shown on Reverse Side		COURIER REC. NO. Leave Blank	DATE SENT Leave Blank
SENDER OF DOCUMENT(S) [Redacted]		ROOM 6F40	BLDG. Headquarters	DATE DOCUMENT(S) SENT	
<b>DESCRIPTION OF DOCUMENT(S) SENT</b>					
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS
TS 184368	26 Jul 63	Cpy #17		1-1834/B copy #6	TS
<b>RECIPIENT</b>					
ADDRESS OF RECIPIENT  Complete Address Required, including room numbers			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))  OFFICE DATE OF RECEIPT		

FORM 12-61 615 USE PREVIOUS EDITIONS

(33)

<b>CENTRAL INTELLIGENCE AGENCY DOCUMENT RECEIPT</b>		<b>NOTICE TO RECIPIENT</b> Sign and Return as Shown on Reverse Side		COURIER REC. NO. Leave Blank	DATE SENT Leave Blank
SENDER OF DOCUMENT(S) [Redacted]		ROOM 6F40	BLDG. Headquarters	DATE DOCUMENT(S) SENT	
<b>DESCRIPTION OF DOCUMENT(S) SENT</b>					
CIA NO.	DOCUMENT DATE	COPIES	DOCUMENT TITLE	ATTACHMENTS	CLASS
	11 Jun 63	2	G1SSP	1 - GRGSD 2 copies	S STAT
	23 Jun 63	Cpy # 2	CWCN	4 - Appendix A,B, C, D	S, [Redacted]
	2 Jul 63	4	NEA1CC	1 - ORNL # 144	C
<b>RECIPIENT</b>					
ADDRESS OF RECIPIENT  Complete Address Required, including room numbers			SIGNATURE (ACKNOWLEDGING RECEIPT OF ABOVE DOCUMENT(S))  OFFICE DATE OF RECEIPT		

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(33)

C-O-N-F-I-D-E-N-T-I-A-L

INSTRUCTIONS FOR  
PREPARATION OF REQUIREMENTS

1. The Collection Guidance Staff is working on instructions for the preparation of requirements. Until these instructions are issued, requirements will be submitted in memorandum form, not on the standard requirement form 986.
2. The memorandum is addressed to: Chief/Operations Branch/HRG/CGS and sent to Room 3F-30. The memorandum is prepared for the signature of the division chief and routed through the division Collection Officer.
3. The distribution is:
  - Orig. & 1 - Addressee
  - (Division)

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